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- save as you go and lodge when it suits you
- check back in to see how assessment of your application is tracking.

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Keeping in contact

We will let you know about important information to do with your registration via your secure Ahpra portal.



Application for OSCE (Objective Structured Clinical Examination) procedural review

Profession: Nursing and Midwifery

Health Practitioner Regulation National Law (the National Law)

This form is to be completed by Nursing and Midwifery IQNM (Internationally Qualified Nurses and Midwives) candidates who have undertaken the OSCE (Objective Structured Clinical Examination) of the Nursing and Midwifery Board of Australia (the Board) and wish to request a procedural review in accordance with the NMBA Examination Procedural Review Policy, which is published on the Board's website at **NMBA_IQNM**.
(full link: <https://www.nursingmidwiferyboard.gov.au/Accreditation/IQNM/Examination.aspx>)

An application for procedural review is only accepted if:

- the procedural requirements and instructions, as specified in the candidate handbooks provided to candidates were not followed to a significant extent,
- the procedural requirements and instructions, as specified in email correspondence provided to candidates were not followed to a significant extent, or
- the candidate's performance was adversely affected by significant deficiencies in the examination procedures beyond the control of the candidate.

The application must be lodged within four weeks or 28 days from the date of the letter advising of your examination result.

It is important that you refer to the Board's registration standards, codes and guidelines and the relevant OSCE candidate handbook when completing this form. Registration standards, codes and guidelines and the relevant OSCE candidate handbook can be found at **www.nursingmidwiferyboard.gov.au**



This application will not be considered unless it is complete, all supporting documentation has been provided and payment has been made in full. Supporting documentation **must** be certified in accordance with the Australian Health Practitioner Regulation Agency (Ahpra) guidelines. For more information, see *Certifying documents* in the *Information and definitions* section of this form.

Privacy and confidentiality

The information collected in this form is authorised or required under the National Law for the purposes of determining an applicant's eligibility for registration. Information supplied in this form may be provided to other people or agencies as specified in the National Law. Failure to provide some or all of the information requested may prevent you being registered. Ahpra's *Privacy policy* explains how your personal information will be stored, handled and used. The privacy policy outlines how you can access information Ahpra holds about you, and how you may make a complaint if you feel your privacy has been breached by Ahpra. This document can be accessed at **www.ahpra.gov.au/privacy**

Symbols in this form



Additional information

Provides specific information about a question or section of the form.



Attention

Highlights important information about the form.



Attach document(s) to this form

Processing cannot occur until all required documents are received.



Signature required

Requests appropriate parties to sign the form where indicated.

Completing this form

- Read and **complete all questions**.
- Ensure that **all pages** and required **attachments** are returned to Ahpra.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes:

X

- DO NOT** send original documents.



Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.

SECTION A: Personal details



The information items in this section of the application marked with an asterisk (*) will appear on the public register.

1. What are your name and birth details?

Title*

MR ☐MRS ☐MISS ☐MS ☐DR ☐

OTHER

Family name*

First given name*

Middle name(s)*

Previous names known by (e.g. maiden name)

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---



If you have ever been formally known by another name, or you are providing documents in another name, you **must** attach proof of your name change unless this has been previously provided to the Board. For more information, see *Change of name* in the *Information and definitions* section of this form.

[illegible]

[illegible][illegible]



SECTION C: OSCE details

6. What was the date of your examination?

Examination date

 DD / MM / YYYY

7. What was the session number of your examination?

Examination session

☐ 1 ☐ 2 ☐ 3

8. What was the date provided within your result letter?

Result letter date

 DD / MM / YYYY

SECTION D: Initial assessment



As outlined in the *NMBA Examination Procedural Review Policy* published on the Board's website, a procedural review is only accepted if there is evidence of impairment of your performance as a result of a deficiency or error in the examination process and/or improper conduct of the examination assessment.

The application must be lodged within 28 days of the receipt of your OSCE result communication. This form may be returned to you if you do not provide satisfactory information to support your claim.

9. Are you lodging an application for an initial assessment?

YES ☐

NO ☐

Attachment required below – then go to Section G: Authorisation and consent



You **must** attach a written statement explaining the basis for your appeal including evidence of impairment of your performance as a result of a deficiency or error in the examination process and/or improper conduct of the examination assessment.

10. Have you previously lodged an application for an initial assessment?

YES ☐

Go to the next question

NO ☐



You **must** apply for an initial assessment before you can apply for an Internal Review or an External Review

11. Have you received a result for your initial assessment?

YES ☐

Go to Section E: Internal Review

NO ☐



You **must** wait to receive your initial assessment result before applying for an Internal Review.

SECTION E: Internal review



If a candidate disagrees with the outcome of the initial assessment, the candidate may apply to the examination committee for an internal review. The internal review must be received within 28 calendar days on the later of:

- (a) the candidate being informed of the outcome of the initial assessment of the application for procedural review; and
- (b) the candidate receiving access to any requested materials, the candidate must provide all material to Ahpra that the candidate wants considered during the internal review.

An internal review panel will consider the submission and will aim to complete consideration of the internal review as soon as practicable. The panel will comprise three members of the relevant OSCE examination committee.

The panel may conduct its consideration of the internal review in a manner it considers appropriate and may call for further material from the candidate, the examinations committee or the original examiners

12. Are you lodging an application for an internal review?

YES ☐

Go to the next question

NO ☐

Go to Question 14

13. When were you notified of the result of your initial assessment?

Insert the date you received your result and then – go to Section G: Authorisation and consent

Notification date

 DD / MM / YYYY



14. Have you previously lodged an application for an internal review?

YES ☐ Go to the next question

NO ☐



You **must** apply for an internal review before you can apply for an External Review.

15. Have you received a result for your internal review?

YES ☐

Insert the notification date below – then go to Section F: External review

Notification date

/ /

NO ☐



You **must** wait for a result from your Internal Review before you can apply for an External Review.

SECTION F: External review



If a candidate disagrees with the outcome of the internal review, the candidate may apply to Nursing and Midwifery Accreditation Committee (NMAC) for an external review.

An external review panel will be appointed by NMAC and will consist of three members external to NMAC and the relevant OSCE examiner pool. The external review panel will consider the external review and will aim to complete consideration as soon as practicable.

The panel may conduct its consideration of the external review in a manner it considers appropriate and may call for further material from the candidate, the examinations committee or the original examiners.

16. Are you lodging an application for an external review?

YES ☐

NO ☐



Both an initial assessment and an internal review **must** have been finalised in order to apply for an external review.



You **must** apply for an initial assessment - **Go to Section D: Initial assessment.**
Or, an Internal review - **Go to Section E: Internal review**

SECTION G: Authorisation and consent



Before you sign and date this form, make sure that you have answered all of the relevant questions correctly and read the statements below. An incomplete form may delay processing and you may be asked to complete a new form.

Authorisation

For the procedural review to take place, you need to authorise the release of documentation regarding your examination to the appropriate people. These are the members of the Examinations Committee and, if applicable, an External Review Panel appointed by the Board.

I authorise the release of relevant documentation of my examination by Ahpra to anyone involved in the initial assessment and/or external review process. Your personal information is handled in accordance with the Ahpra Privacy policy found at www.ahpra.gov.au/Privacy

Consent

I consent to the relevant OSCE committee and Ahpra making enquiries of and exchanging information with the authorities of any Australian state or territory, or other country, regarding my practice as a health practitioner or otherwise regarding matters relevant to this application.

I acknowledge that:

- notices required under the National Law and other correspondence relating to my application and registration (if granted) will be sent electronically to me via my nominated email address, and
- Ahpra uses overseas cloud service providers to hold, process and maintain personal information where this is reasonably necessary to enable Ahpra to perform its functions under the National Law. These providers include Salesforce, whose operations are located in Japan and the United States of America.

I declare that:

- the above statements, and the documents provided in support of this application, are true and correct, and
- I am the person named in this application and in the documents provided.

I make this declaration conscientiously believing that the same to be true and by virtue of the provisions of an Act of the Parliament rendering persons making a false declaration punishable for wilful and corrupt perjury.

Name of applicant

Date

/ /

Signature of applicant



SIGN HERE



SECTION H: Payment

Your required payment is detailed below.

Select relevant fee below, then advise amount payable.

Fee:

\$

INSERT FEE

Initial assessment fee	\$300
Internal review fee	\$575
External review fee	\$2500

=

Amount payable:

\$

INSERT FEE

Applicants **must** pay 100% of the stated fees at the time of submitting the application.

17. Please complete the credit/debit card payment slip below.

Credit/Debit card payment slip – please fill out

Amount payable

\$

Visa or Mastercard number

Expiry date

M

M

/

Y

Y

CVV

Name on card

Cardholder's signature

SIGN HERE



SECTION I: Checklist

Have the following items been attached or arranged, if required?

Additional documentation		Attached
Question 1	Evidence of a change of name	<input type="checkbox"/>
Question 9	A written statement explaining the basis for your procedural review application	<input type="checkbox"/>
Payment		
	Assessment or review fee	<input type="checkbox"/>



Do not email this form.

Please submit this completed form and supporting evidence using the Online Upload Service at www.ahpra.gov.au/registration/online-upload.
You may contact Ahpra on 1300 419 495 or email the IQNM Exams team via email on IQNMExams@ahpra.gov.au

Information and definitions

CERTIFYING DOCUMENTS

DO NOT send original documents.

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents. Each and every certified document **must**:

- be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with Ahpra guidelines, which are available at www.ahpra.gov.au/registration/registration-process
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit www.ahpra.gov.au/certify.aspx
- be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer,
- for documents containing a photograph, the following certification statement must be included by the authorised officer, 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me', along with their signature, and
- list the name, date of certification, and contact phone number, and position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied.

Certified copies will only be accepted via the Online Upload Service at www.ahpra.gov.au/registration/online-upload. Photocopies of previously certified documents will not be accepted. For more information, Ahpra's guidelines for certifying documents can be found online at www.ahpra.gov.au/certify.aspx

CHANGE OF NAME

You must provide evidence of a change of name if you have ever been formally known by another name(s) or any of the documentation you are providing in support of your application is in another name(s).

Evidence must be a certified copy of one of the following documents:

- Standard marriage certificate (ceremonial certificates will not be accepted)
- Deed poll.
- Change of name certificate.

Faxed, scanned or emailed copies of certified documents will not be accepted.